## **BOARD OF SUPERVISORS**

# Brown County



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EDUCATION & RECREATION COMMITTEE

John Vander Leest, Chair

Kathy Johnson, Vice Chair

Adam Warpinski, Pat Wetzel, Jesse Brunette

#### **EDUCATION & RECREATION COMMITTEE**

Thursday, August 20, 2009
5:30 p.m.
Brown County Fair Grounds
1500 Fort Howard Ave-DePere, WI
(Map of Meeting Location Attached)

# \*\* Please Note Location and Time \*\* \*\* Tour to Follow Meeting \*\*

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of August 6, 2009.

#### **Golf Course**

- 1. Approve request to allow N.E.W. First Tee to have an architect come up with some conceptual drawings of what a First Tee facility would look like on the extra 80 acres that the Golf Course owns.
- 2. Superintendent's Report.

#### Museum

- 3. Attendance & Admission, July, 2009.
- 4. Budget Status Financial Report for July 31, 2009.
- 5. Request for Budget Transfer (#09-50): Interdepartmental Transfer (including contingency or general fund transfers): Request to transfer \$18,377 from the general fund to cover a 2008 deficit in admission revenue at the Museum.
- 6. Director's report.

#### **NEW Zoo**

7. Director's Report

#### **Parks**

- 8. Director's Report.
- \*8a Update on 2009 Brown County Fair/Brown County Fair Association.

#### Resch Centre/Arena/Shopko Hall

9. July-09 Attendance for the Brown County Veterans Memorial Complex.

**Library** – No Agenda Items.

#### Other

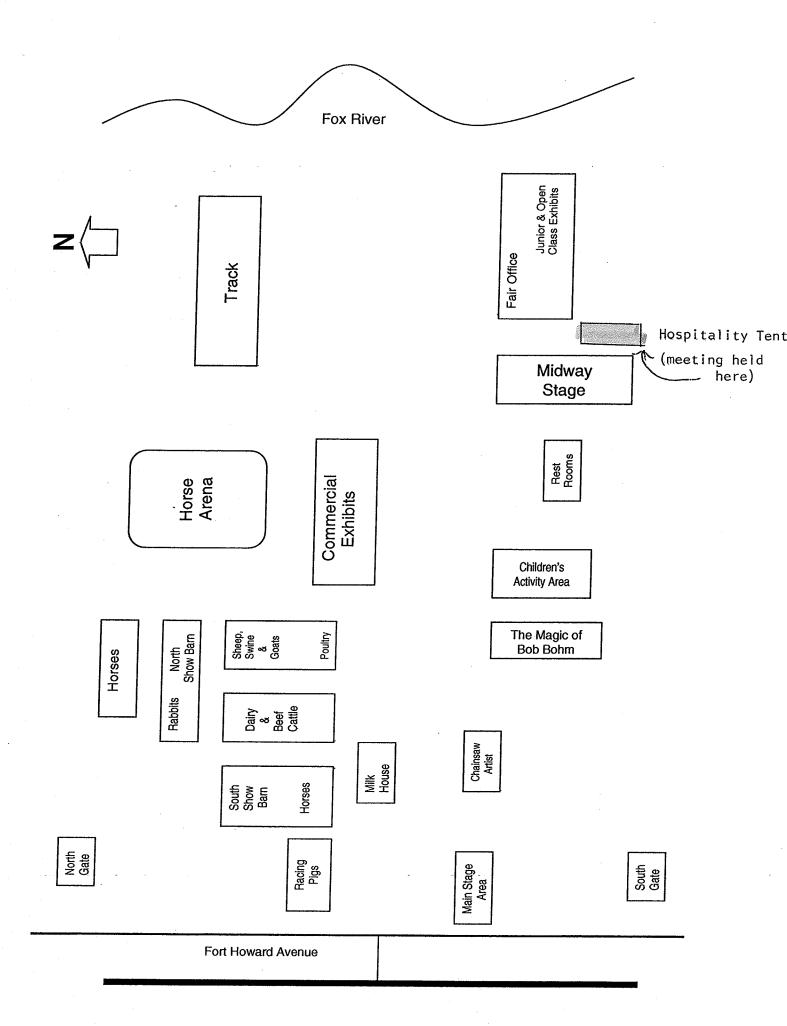
- 10. Audit of bills.
- 11. Such other matters as authorized by law.

John Vander Leest, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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# PROCEEDINGS OF THE BROWN COUNTY EDUCATION & RECREATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education & Recreation Committee** was held on Thursday, August 6, 2009 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, WI

Present:

John VanderLeest-Chair; Jesse Brunette, Adam Warpinski, Pat Wetzel

Excused:

Kathy Johnson

Also Present:

Bill Dowell, Doug Hartman, Marv Hanson, Matt Kriese

Neal Anderson, Maria Fischer, Scott Anthes,

Gene Umberger, Becky McKee, Jayme Sellen, Sara Perrizo

Lynn Stainbrook, Lori Denault, Terry Watermolen

I. Call Meeting to Order:

The meeting was called to order by Chairman John VanderLeest at 5:34 p.m.

II. Approve/Modify Agenda:

Golf Course items and Closed Session moved to the end of agenda, although shown in proper format here.

Motion made by Supervisor Warpinski and seconded by Supervisor Brunette to approve as amended. <u>MOTION APPROVED UNANIMOUSLY</u>

III. Approve/Modify Minutes of July 9, 2009:

Motion made by Supervisor Warpinski and seconded by Supervisor Brunette to approve. <u>MOTION APPROVED UNANIMOUSLY</u>

- 1. Review Minutes of:
  - a. Library Board (6/18/09)

Motion made by Supervisor Warpinski and seconded by Supervisor Wetzel to receive and place on file. <u>MOTION APPROVED UNANIMOUSLY</u>

### **Communications:**

Communication from Supervisor VanderLeest re: Request for each Standing Committee to forward a list of priorities to the County Executive for preparation of the 2010 budget. (Referred from June County Board): Chairman VanderLeest noted that the Executive Committee held this request for one month to allow time for County Board members to develop their priorities related to the 2010 budget. (Motion at June Meeting: To hold until the August meeting for committee members to develop priorities related to the 2010 budget which can be forwarded to the County Board and County Executive:

Discussion by the committee resulted in them setting the following budget priorities for departments under this committee:

- That Library hours at the Central location and all Branches be maintained
- That Library book purchases be maintained
- That Golf Course maintenance and equipment budget be maintained
- That all Park programs and services be maintained

Supervisor Warpinski suggested that department heads review the mission of their departments as a way to measure goals and reach expectations.

Motion made by Supervisor VanderLeest and seconded by Supervisor Brunette to approve committee priorities to the 2010 budget as follows:

- That Library hours at the Central and all Branches be maintained
- That Library book purchases be maintained
- That Golf Course maintenance and equipment be maintained
- That all Park programs and services be maintained MOTION APPROVED UNANIMOUSLY

#### Parks:

3. Request for Budget Transfer (#09-41): Increase in Expenditures with Offsetting Increase in Revenue: To move money from the Reserve Fund Balance of the Rails to Trails Special Revenue ct to fund design services required to receive a Transportation Enhancement Grant from the American Recovery & Reinvestment Act:

Doug Hartman explained that this budget transfer will move money from the Reserve Fund Balance of the Rails to Trails Special Revenue Account to fund design services required to receive a Transportation Enhancement Grant from the American Recovery and Reinvestment Act. The grant has to be "State Let" which requires extensive design services to be performed before receiving the grant. To meet imposed deadlines, design services cannot be funded through grant money.

Increase Rails to Trails Special Revenue Account – Professional Services by \$15,000, and decrease the Rails to Trails Special Revenue Account - Fund Balance Applied by \$15,000.

Motion made by Supervisor Wetzel and seconded by Supervisor Brunette to approve. MOTION APPROVED UNANIMOUSLY

4. Request for Budget Transfer (#09-46): Increase in Expenditures with Offsetting Increase in Revenue: To establish increased funding for a project on the Fox River Trail:

This transfer is to establish increased funding for a project on the Fox River Trail as the previous budget transfer did not cover the total project cost. Friends of the Trail have donated an additional \$5,250 towards this project and the additional funding (\$3,500) will be taken from the fund balance in the special revenue account.

Motion made by Supervisor Warpinski and seconded by Supervisor Brunette to approve. MOTION APPROVED UNANIMOUSLY

5. Ordinance re: Repeal and Re-Create Sec 8.08 "Pets" of Chapter 8 of the Brown County Code entitled "Parks and Recreation Facilities":

Doug Hartman explained that Chapter 8 of the Brown County Code "Parks & Recreation Facilities", Section 8.08 related to pets has been revised to clarify department rules.

Motion made by Supervisor Brunette and seconded by Supervisor Warpinski to approve. MOTION APPROVED UNANIMOUSLY

6. Budget Status Financial Report for June 30, 2009:

# Motion made by Supervisor Wetzel and seconded by Supervisor Wetzel to receive and place on file. MOTION APPROVED UNANIMOUSLY

## 7. Director's Report for June 2009:

Doug Hartman reported that the Jean Nicolet statue has been moved from the Bay Shore Park area to Wequiock Falls. A rededication ceremony will be held either on August 28<sup>th</sup>, or on September 11<sup>th</sup>. He will inform committee members of the date when it is confirmed.

Marv Hansen reported on recent activities at the Fairgrounds.

Matt Kriese distributed information (attached) relative to Youth Waterfowl Day scheduled for August 8<sup>th</sup> from 9 a.m. to 1 p.m. He also gave an update on recent activities at Barkhausen.

Motion made by Supervisor Warpinski and seconded by Supervisor Brunette to receive and place on file. <u>MOTION APPROVED UNANIMOUSLY</u>

#### **NEW Zoo:**

8. Resolution re: Change to Table of Organization New Zoo: Delete (1.0) FTE Lead Concessionaire Supervisor and create 1.0 FTE Guest Service Coordinator:

Neal Anderson and Maria Fischer explained that because of an expected increase in visitors at the Zoo when the Mayan Taste of the Tropics Restaurant opens in the Fall, they are requesting that the Lead Concessionaire Supervisor position be deleted and replaced with a FTE Guest Services Coordinator position in pay grade 12 of the Administrative Compensation Plan. Fiscal impact is approximately \$7,654.

Human Resources have reviewed this request, noting that the current guest services staff is entirely LTE based on seasonality of the business. Impact of the Mayan Restaurant will make operations year round, and it is their opinion that it is essential to have an administrative position to assist with this coordination. The position will require a more in-depth knowledge of food service and retail sales. The NEW Zoo is an enterprise fund. Questions by the committee resulted in the consensus to approve the position.

Motion made by Supervisor Wetzel and seconded by Supervisor Warpinski to approve. MOTION APPROVED UNANIMOUSLY

### 9. Update on Mayan Food Court Project:

Neal Anderson reported that although there was a slight setback when water pipes were found during construction, the Mayan Food Court is back on schedule with dedication to be determined sometime in October of this year. Pictures of the construction were passed for committee view.

Motion made by Supervisor Brunette and seconded by Supervisor Wetzel to receive and place on file. <u>MOTION APPROVED UNANIMOUSLY</u>

- 10. Zoo Monthly Activity Report for July 2009:
  - a) Visitor Center Operation Reports:
    - i. Admission Revenue Attendance 2009 Report:

Maria Fischer reported that attendance has been good during the last reporting period with an increase of almost 20,000 visitors over this time period in 2008 (attached).

ii. Gift Shop Concessions Revenue 2009 Report:
 Gift Shop revenues have also increased over 2008, with an approximate \$2605 increase over the same time period (attached).

Two events held during the last month boosted attendance, gift shop and concession sales, those being Hatco of Sturgeon Bay, and Paper Transport. Oneida Preferred Players are scheduled for August 18<sup>th</sup>.

b) Curator's Report – Animal Collection Report July 2009:

Mr. Anderson highlighted events from the written report in packet material, specifically regarding dental work which was done on the moose; that playground equipment units have been replaced; and that a donation of \$165,000 was received for a tortoise exhibit.

Ms. Fischer reported that applications are being taken for the Education and Volunteer position and interviews will begin shortly.

Motion made by Supervisor Brunette and seconded by Supervisor Warpinski to receive and place on file.

MOTION APPROVED UNANIMOUSLY

11 Budget Status Financial Report for June 30, 2009:

Motion made by Supervisor Brunette and seconded by Supervisor Warpinski to receive and place on file.

MOTION APPROVED UNANIMOUSLY

#### Library:

12. Budget Status Report for June 30, 2009:

Motion made by Supervisor Warpinski and seconded by Supervisor Wetzel to receive and place on file. MOTION APPROVED UNANIMOUSLY

13 Request for Budget Transfer (#09-45): Increase in Expenditures with Offsetting Increase in Revenue: Equipment for purchase of two replacement self-check machines with an offsetting increase in revenue to NFLS Library Services Grant in the amount of \$35,000:

This transfer in the amount of \$35,000 is for the purchase of two replacement self-check machines with an offsetting increase in revenue to NFLS Library Services Grant in the amount of \$35,000, to be funded with technology funds.

Motion made by Supervisor Warpinski and seconded by Supervisor Wetzel to approve. MOTION APPROVED UNANIMOUSLY

14. Kress Branch – Rental Space:

Terry Watermolen reported there is a potential renter for the space at the Kress Branch Library. A floor plan was distributed and is attached. Watermolen stated they are finalizing the lease and he will give a full report at the next meeting. The library will complete basic finishing, however, the tenant will complete the interior.

Motion made by Supervisor Brunette and seconded by Supervisor Wetzel to receive and place on file. <u>MOTION APPROVED UNANIMOUSLY</u>

## 15. **Director's Report:**

a. Planning Commissioners Journal Article: "Libraries at the Heart of our Communities: Article included in packet material.

Lynn Stainbrook highlighted activities from her written report (attached) as follows:

- At all ten locations, the library had more than 500 story times, special events, and educational programs during June through August.
- A contribution "Today in History" can be seen in the Green Bay Press-Gazette starting on August 10<sup>th</sup>.
- Engineering Assessment for the Central Library will be completed at the end of August.
- A budget transfer in the amount of \$34,000 to be taken from Fringe Benefits to Professional Services to cover the cost of facility assessments for all library owned facilities with the exception of the Central Library which will be funded through a capital bond project was distributed (attached).
- Energy audits are underway on all county library owned buildings.
- There will be soon be three retirements, along with 15 student clerks who will be resigning in the near future.
- The automated computer reservation print management system will be installed the last week of August. This will allow fine payments and print costs to be paid by using a credit or debit card.
- Checkout of books continues to grow with an increase of 18% at the Central Library over the same month in 2008.
- A quarter of a million items were checked out in July 2009.
- Waiting list for books continues to grow and has become a priority. Supervisor Warpinski asked about the possibility of converting more checkouts to an automated system and Ms. Stainbrook replied that adding a self-check at the Ashwaubenon Branch is under review. The Friends of the Library are funding enhancements to the self checks that allow for credit and debit card use. She also reported that the Library Board has asked her to develop a plan to increase the self-check system.

Ms. Stainbrook stated library staff would not be present at the August 20<sup>th</sup> meeting of this committee as it is also the date for the Library Board to meet.

Motion made by Supervisor Wetzel and seconded by Supervisor Warpinski to receive and place on file. <u>MOTION APPROVED UNANIMOUSLY</u>

### Golf Course:

16. <u>Closed Session:</u> Pursuant to Sec 19.85 (1)(e) for the purpose of deliberating contractual changes with the lease of public properties at the Golf Course where competitive or bargaining reasons require a Closed Session:

Motion made by Supervisor Wetzel and seconded by Supervisor Warpinski to enter into Closed Session. Roll Call. All Present.

MOTION APPROVED UNANIMOUSLY

Motion made by Supervisor Brunette and seconded by Supervisor Warpinski to return to regular order of business. Roll Call: All Present. MOTION APPROVED UNANIMOUSLY

#### 17. Financial Statistics for July 19, 2009:

Scott Anthes reported that revenue is up and expenses are on track.

Motion made by Supervisor Warpinski and seconded by Supervisor Brunette to receive and place on file. MOTION APPROVED UNANIMOUSLY

#### 18. **Budget Status Report for June 30, 2009:**

Motion made by Supervisor Warpinski and seconded by Supervisor Brunette to receive and place on file. MOTION APPROVED UNANIMOUSLY

#### 19. Superintendent's Report:

Scott Anthes highlighted activities over the last reporting period including:

- Rounds of golf are leveling off, after a beginning season decrease. He stated this has been found in the industry overall.
- Brown County Amateur will begin tomorrow. August 7<sup>th</sup> with 160 players registered.
- Family Golf Night was successful with 52 participants. The charge for 9 holes was \$10, along with pizza.
- Construction of the storage shed has been completed.

#### Future Events include:

- August 10th Howard/Suamico Business Professionals August 17<sup>th</sup> Notre Dame School Outing August 24<sup>th</sup> Rivers Bend Restaurant Outing

- September 9<sup>th</sup> Brown County Children's Charity
- September 11<sup>th</sup> Brown Employees Outing

Motion made by Supervisor Brunette and seconded by Supervisor Wetzel to receive and place on file. MOTION APPROVED UNANIMOUSLY

#### Museum:

#### 20. Attendance & Admission June, 2009:

Motion made by Supervisor Brunette and seconded by Supervisor Warpinski to receive and place on file. MOTION APPROVED UNANIMOUSLY

#### 21. **Budget Status Financial Report for June 30 2009:**

Motion made by Supervisor Brunette and seconded by Supervisor Warpinski to receive and place on file. **MOTION APPROVED UNANIMOUSLY** 

#### 22. **Director's Report:**

Gene Umberger distributed his written report highlighting various activities (attached) specifically:

Curator of History position has been filled and Rebecca Looney will begin employment on August 31st.

- An interview was between Mr. Umberger and Stephanie Klett of Discover Wisconsin was conducted regarding the new Packers video theater, photo wall, and permanent exhibit.
- Two Howard Pyle paintings owned by Green Bay and the DePere Antiquarian Society, stored at the museum, have been loaned to the Hudson River Museum in Younkers, NY.
- A tour was given to the delegation from Irapuato, Mexico, which is part of the Green Bay Sister Cities organization.
- A brochure of 2009-2010 School Programs was distributed.

Becky McKee of the Neville Foundation distributed information relative to several "Tea Parties" which will be held August 29<sup>th</sup> to October 18<sup>th</sup> (attached), along with a schedule of Neville Dinner Programs during 2009-2010 (attached). She also reported that the gift shop has been busy and new items were recently received.

Motion made by Supervisor Warpinski and seconded by Supervisor Wetzel to receive and place on file. MOTION APPROVED UNANIMOUSLY

#### Resch Centre/Arena/Shopko Hall:

23. June 2009 Attendance for the Brown County Veterans Memorial Complex:

Motion made by Supervisor Warpinski and seconded by Supervisor Brunette to receive and place on file. <u>MOTION APPROVED UNANIMOUSLY</u>

#### Other:

24. Audit of Bills:

Motion made by Supervisor Warpinski and seconded by Supervisor Brunette to approve payment of bills. MOTION APPROVED UNANIMOUSLY

25. Such Other Matters as Authorized by Law:

**Next Meeting:** 

August 20, 2009 - Brown County Fairgrounds

October or November meeting at the NEW Zoo – to be announced

Motion made by Supervisor Warpinski and seconded by Supervisor Brunette to adjourn at 7:30 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel Recording Secretary

# Neville Public Museum Attendance and Admissions July 2009

	Total	Admission	\$306	\$253	\$270	\$612	\$100	\$160	\$222	\$276	\$150	\$178	\$192	86\$	\$113	\$167	\$213	\$272	\$338	\$266	96\$	\$253	\$221	\$497	\$177	\$222	\$392	\$200	\$181	\$240	\$292	\$536	\$129	\$7,622	\$6,092		
		Total	138	199	68	3.210		74	86	189	191	86	92						138					280	253	103	156	9/	85	106	160	402	70	7,156	5,241	7,156	1,575
Attendance		Meetings & Programs	13	0	0	2.490		0	0	20	6	0	0	0	0	0	0	0	0	0	0	0	0	47	5	0	0	0	0	4	0	16	0	2,654	90-Inf	Visitors =	Outreach = _
	Gift Shop	Only (open		4	0	2	0	2	10	7	1	2	2	0	2	7	6	6	0	0	0	2	4	7	3	4	2	0	2	_	14	2	2	106			:
	Free Time	(Thursdays 6-8 pm)	(i.i.d ) )	69							94							29			4.0				121					100		119		470			•
		# Students	0	22	0	0	0	0	0	0	26	14	0	0	32	11	15	82	0	0	0	33	25	53	51	0	0	0	0	18	22	09	15	202	·		
	Free	Friends Member	5	5	0	7	0	3	9	13	2	3	13	0	0	2	9	11	11	7	9	7	0	7	13	0	10	7	5	3	3	1	3	153			
	Free Other	(researchers, interns, etc.)		13	9	26	2	5	9	5	16	21	7	4	5	6	9	25	6	3	7	9	2	2	6	13	7	_	8	9	2	26	8	274			
		Free Child	20	15	6	28	2	6	4	6	4	5	13	3	2	2	6	80	15	17	င	13	12	28	7	18	19	15	6	10	10	36	7	419	nnder free		
		Adult Adm Child Adm			13			20			16						25				8			44					30	17				670	son, ages 5 and		
		Adult Adm	90	44	61	607	24	30	39	53	23	29	39	20	18	30	37	40	99	28	20	47	39	88	29	47	78	41	31	47	46	91	22	1,905	Special July 4 rate: \$1.00 per person, ages 5 and under free		
		Date	Wed	2 Thurs	3 Fri	Sat	5 Sun		, Tues	8 Wed	9 Thurs	10 Fri	Sat	Sun		t Tues	15 Wed	16 Thurs	17 Fri	18 Sat	Sun	20 Mon	21 Tues	Wed	3 Thurs	24 Fri	25 Sat	26 Sun	27 Mon	28 Tues	Wed	) Thurs		TOTAL	Special July 4		
		Day		2	.,	*	(,,	۳	7	۳	ر دی	2	7	12	2	14	#	4	-	۳	19	22	7	7	23	72	25	8	27	28	23	30	3,		*		

Grand Total Visitors & Outreach

# **REQUEST FOR BUDGET TRANSFER**

**INSTRUCTIONS:** This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

TYPE OF TRANS	SFER		
(check one)		DESCRIPTION	APPROVAL LEVEL
Category 1		Reallocation from one line item to another within the major budget categories	Department Head
Category 2			
Gategory 2	☐ a.	Change in Outlay not requiring transfer of funds from another major budget category.	County Executive
	☐ b.	Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category.	County Board
Category 3			
Category 5	□ а.	Reallocation between Budget Categories other than 2b or 3b transfers.	County Executive
	☐ b.	Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services.	County Board
Category 4		Interdepartmental Transfer (including contingency or general fund transfers)	County Board
Category 5		Increase in Expenditures with Offsetting Increase in Revenue	County Board
he requested tran in revenue and ex Request to transfe fuseum. The Mus is fairly difficult to ur budget so that	nsfer to indepense.  er \$18,377 seum puts o project a we have i	FICATION (attach additional sheets as needed). In clude amount, account to transfer from, account to transfer from the general fund to cover a 2008 deficit in account to 14 new exhibits (varying in size and admission revenues. I have worked with the Departm made some headway in projecting a more realistic number (we first started charging admission fees in 2004).	dmission revenue at the d nature) each year, and ent of Administration on
10-5810-46 10-5810-49		Daily Admission Fees \$18,377 decrea Fund Balance Applied \$18,377 increas	
Museum	<u> </u>	Lugone Un borger  Department Head	6/15/09
Departm	ent	/ Department Head /	/ Date/
Approved		Am Him	8/11/09 8
Disapproved		County Executive	Date

## COMPLEX ATTENDANCE FOR THE BROWN COUNTY VETERANS MEMORIAL COMPLEX

July-09	Date	Building	2009	2008
Red Cross Blood Drive	July 1 2009	SHOPKO	225	200
Red Cross Blood Drive	July 2 2009	SHOPKO	225	200
SHOPKO HALL TOTAL			450	400
Sugar land	July 8 2009	RESCH	6,206 N	/A
Blizzard vs. Milwaukee	July 17 2009	RESCH	5,285	5,766
RESCH CENTER TOTAL			11,491	5,766
TOTAL FOR JULY 2009			<u>11,941</u>	<u>6,166</u>